

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 21-13

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Audio Visual / Social Media Assistant

OPENING DATE: June 13, 2013

CLOSING DATE: June 27, 2013

WORK HOURS: Full-time; 40 hours/ week

GRADE: \*Not-Ordinarily Resident: FP-07 (To be confirmed by Washington)

\*Ordinarily Resident: FSN-6105-7

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Audio Visual/Social Media Assistant. The position is located in the Public Diplomacy Section and reports to the Public Affairs Officer.

## FUNCTIONS OF POSITION:

Responsible for the ongoing maintenance and development of Post's electronic media platforms (including Post's website and social media outlets). Produce and distribute monthly social media report, including upgrade or other recommendations, to the Public Affairs Officer (PAO). Responsible for maintenance of Post's Dedicated Internet Network (DIN).

Manage Public Affairs Section (PAS) equipment including, but not limited to, its use, security, inventory, and replacement. Advises PAO on the acquisition of relevant new equipment and electronic materials. Responsible for setting up and operating equipment as

needed for all Post's programs and activities (e.g. media presentations for live events, recording of live events and capture of relevant digital media).

Leads Post's digital media and visual diplomacy effort by developing, implementing, and regularly reviewing strategies and equipment. Acts as official Embassy photographer and videographer. May accompany the ambassador, PAO, or other mission personnel on TDY.

As directed by PAO, works on selected special projects involving the technical/media communications skills inherent to the position.

#### QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of Secondary or Tertiary Education (or equivalent experience) in an Information Communications Technology (ICT) related field. Diploma or bachelor's level degree in ICT or related field is commendable.
2. Experience: At least three years of progressively responsible experience working with audio-visual equipment and digital media.
3. Language Ability: Level 3 English Ability (good working knowledge) of written and spoken English required.
4. Knowledge: Must demonstrate good knowledge of current ICT applications and a thorough understanding of setting up audio-visual systems. Knowledge of telephony and systems architecture would be an advantage. Good working knowledge of software applications iMovie, Adobe Photoshop and Illustrator, and Final Cut Pro. Intermediate knowledge of social media platforms.
5. Skills: Must be able to acquire knowledge of Public Diplomacy programs, aims and objectives within a reasonable period of time. Must be able to work with digital media in order to create, modify and publish content for a global audience. Must be able to work effectively and cordially with other members of the Public Affairs Section as well as across relevant sections of the Mission. Good written and verbal communication. Some manual lifting skills required.

#### SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply. Current employees whose last performance was rated as Needs Improvement or Unsatisfactory are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) and
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### SUBMIT APPLICATION TO

The Human Resources Section  
(Application for Audio Visual/Social Media Assistant)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076/022-515-075

NOTE: Only short listed applicants will be contacted.

## DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;

- Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

- Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFM for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American

USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: JUNE 27, 2013

The U.S. Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.